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Office Memorandum • UNITED STATES GOVERNMENT

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TO : Acting Director of Training

DATE: 1 October 1953

FROM : Chief, Language Training and Programs Division

SUBJECT: Progress Report for the Week 25 September - 1 October

1. The past week was devoted to the handling of late requests for external training for the fall semester.

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2. [] has been cleared and will report to Personnel on 12 October. I propose to schedule him for earliest available sessions of [] Indoctrination and Orientation, and the BIC.

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3. A combined total of 191 students are presently enrolled in introductory and self-study courses in the Language Training Branch. Sixty-two of these people are in classes and 129 are in self-study programs.

4. During the past week, the language laboratory was used for a total of 371 hours, 143 hours of which were outside the normal working day.

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JOB NO. [] BOX NO. [] FLD NO. [] DOC. NO. 13 NO CHANGE
IN CLASS [] DETACH [] CLASS CHANGED TO: TS S C RET. INST. 22
NEXT REV DATE 89 REV DATE 9 Nov 79 REVIEWER [] YES DOC. 02
NEW PCS [] CREATION DATE [] ORG COMP II OFF II ORG CLASS C
REV CLASS C REV COORD. [] AUTH: HR 70-3

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